



STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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SHARED SERVICES COMMISSION

MEETING MINUTES

May 20, 2008

MEMBERS PRESENT: Clayton Bannock, Ann Harford, Dennis Milanovich, Dale Roberson and Joe Wehr

OTHERS PRESENT: Stephen Cullinan, Superintendent of Schools, Anthony Littizzio, Director of Business Services/Board of Education

1. CALL TO ORDER:

Chairman Dennis Milanovich called the meeting to order at 7:35 pm at the Ellington Town Hall, 55 Main Street, Ellington, CT.

2. CITIZENS FORUM: No comments.

3. APPROVAL OF MINUTES: April 29, 2008

MOVED (HARFORD) SECONDED (WEHR) AND PASSED UNANIMOUSLY TO APPROVE THE SHARED SERVICES COMMISSION MEETING MINUTES OF APRIL 29, 2008.

4. UNFINISHED BUSINESS

a. Town Information Availability

Mr. Milanovich stated that the Finance Officer has repeatedly denied the Commission's request for information, noting that the Commission has sent four memos asking that he submit the Town's Information Technology (IT) data. He referenced an email sent by the First Selectman, (dated May 19, 2008) to the Commission indicating that the Finance Officer will provide the Commission with the IT information as requested by June 6. Mr. Milanovich will respond to this email. Mr. Bannock suggested that, as matter of protocol, all further requests for information be directed to the First Selectman. He noted that all requests for Board of Education (BOE) data have been directed to the Superintendent.

5. DISCUSSION REGARDING SHARED SERVICES

Mr. Bannock reviewed the overview he prepared from the data that the BOE submitted regarding their IT Department. Mr. Littizzio will have Mr. Collins, the BOE IT Coordinator, review the document and submit any missing information.

Mr. Bannock distributed an Analysis Process for Shared Services worksheet (attached). He asked the members to review it and provide their comments via email.

The members discussed services shared by the Town and BOE regarding maintenance. Marie Sauve noted that in June 2007, Peter Michaud, Director of Public Works, submitted data regarding In-Kind Services provided by the Public Works Department to the BOE and Parks & Recreation. The Committee will ask him for more recent data.

6. ADJOURNMENT

MOTION (WEHR) SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO ADJOURN
THE MEETING AT 8:15 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Marie Sauve".

Marie Sauve
Recording Secretary

Analysis Process for Shared Services.

- Costs
- Labor
- Roles
- Expertise
- _____
- _____
- _____
- Are there similarities in the roles?
- What are they?
- IT – What are the key similarities and differences in hardware, software, expertise, and supplier spend?
- Does either have the expertise to absorb roles of the other?
- _____
- What resources are required to have shared services?
- _____
- _____

Benefit Analysis

- Savings or increase in cost
- _____
- Leveraged expertise or other resource
- _____
- Labor efficiency
- _____
- Other resource efficiency
- _____
- _____
- _____
- _____